

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website:

ARJAY R. ROSALES

HRMO

Date: June 15, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-75-2017	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Licensure and Registration Division-Examination Section)	1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations; 3. Assists in supervising the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities; 4. Conducts ocular inspection of schools, and prepares Memorandum of Agreement; 5. Reviews/verifies list of rooms and building with capacity; 6. Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 7. Coordinates with offices, establishments and agencies to ensure uninterrupted power supply, and with PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and 10. Performs other related functions.
2	Chief Administrative Officer	PRC-DOLEB-CADOF-56-2017	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Finance and Administrative Division)	1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; 2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; 3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies; 4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; 5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; 6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; 7. Reviews and approves the posting of regional website contents; and 8. Performs other related functions.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 25, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**);
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years; (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions**);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; (**for private employees**);
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); and
12. Medical Declaration Form (**can be downloaded at PRC website**)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

APRIL ROSE P. QUINTILA
Administrative Officer V (HRMO III)

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San Rafael, Mandurriao, Iloilo City

prc6.hrofficial@gmail.com OR prcregionalapplications@gmail.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.